

Special Session

Agenda Item #	9
Meeting Date	July 18, 2005
Prepared By	Debra Haiduven
Approved By	Barbara B. Matthews City Manager

Discussion Item	Purchase of Furniture and Equipment for Phase One of the Community Center.
Background	<p>Phase One of the Community Center construction is nearing completion. Furniture and equipment will soon be purchased to accommodate the various community uses that will take place in the facility.</p> <p>The Takoma Foundation has launched a successful fund raising initiative in an effort to support the purchase of equipment for the Computer Learning Center, the Senior Room, the Music/Video Studio and the Art Room. While that initiative is ongoing with Phase Two as its focus, it is necessary for the City to make up the difference between what has been raised and what is necessary for start up.</p> <p>Cooperative purchasing proposals were solicited from KI- The Hinman Group, of Alexandria, Virginia, and Innovative Business Interiors of Silver Spring, Maryland. They would allow us to piggy back on a Baltimore City Contract for Office Furniture and Equipment.</p> <p>Specialized computer, art, and tot furniture will be purchased from separate vendors. Computer peripherals will be purchased from various vendors who have the best pricing available. No office furniture for staff is included in any portion of this purchase.</p> <p>The Useful computer system, out of Alberta, Canada, has been deemed a sole source provider of turnkey computer operations (see attachment). Library staff has researched various systems for cost, efficiency and maintenance and selected this format as the most favorable for the Computer Learning Center.</p>
Policy	<p>1) City Code Section: 7.08.080, Article 3</p> <p>D. Sole Source Procurement. A contract may be awarded for a good, service or construction item without the requirement of competitive bidding when, under such regulations as the City Administrator may establish, the City Administrator determines, in writing, that there is only one available source for the good, service or construction item or if a specific manufacturer's product is required to ensure compatibility with existing installed equipment and so notifies the City Council. The City Administrator's determination shall be subject to review and approval by the City Council by resolution.</p> <p>E. Cooperative Purchasing. The City Administrator may enter into contracts or agreements for cooperative purchasing, as defined in Section 7.04.040 (F) of this chapter, without the requirement of competitive bidding by the City, provided that such cooperative purchasing meets all of the requirements of this division and Chapter 8A of this Code and is consistent with their provisions in every respect and</p>

	<p>that the cooperative purchasing agreement is subject to review and approval by the City Council by resolution prior to any actual purchase or purchases being made thereunder. (Prior code § 9A-13)</p> <p>2) City Code requires a two reading ordinance when the amount of the contract is in excess of \$10,000 and the funds for this item are not authorized in the current Budget.</p>
Fiscal Impact	Cost of the proposed purchase is \$106,451. The Takoma Foundation grant application is in the amount of \$91,947. Pending approval of the Foundation grant, the City will need to fund \$14,504. It is proposed that Council fund this amount from the Unappropriated Reserve. This will cover furnishings for three meeting rooms, the large multi-purpose rooms, tot furniture and storage equipment.
Attachments	<p>Draft Ordinance-Authorization to Purchase Furniture and Equipment for the Community Center</p> <p>Vendor List</p> <p>Memo dated July 15, 2005 from B. Matthews regarding sole source procurement.</p>
Recommendation	Council approve the attached Ordinance at First Reading.
Special Consideration	The expenditures reflected in this proposal do not include furnishings for Phase Two of construction, or for common areas within the center. Additional furniture will need to be purchased for the meeting rooms in the City Administration level. The large conference table currently in the conference room behind the Council Chamber and the large table used for work sessions will be relocated to other conference rooms on the second and third level.

Vendor List

Takoma Park Community Center Furnishings & Equipment

Company-Product	Cost
Userful- 24 Computer Stations	\$28,618
KI, The Hinman Group- Furniture	\$24,433
Musicians Friend - Music/Video Studio	\$9,680
Samsung - Monitors	\$7,848
Versa Product - Computer Furniture	\$6,760
Nasco - Art Equipment and Supplies	\$6,237
Apple - Mac Equipment/Software Video Studio	\$5,800
PEPCO - Art Tables	\$2,670
Ricoh - Printers	\$2,561
Ceramic Supply Co.- Kiln	\$2,475
Jamex - Coin-Op printer	\$2,414
OPTI-UPS - Surge Protection	\$2,052
Ergogenic - ADA work Station	\$1,758
Auralex - Soundproofing	\$1,000
Studio RTA - Music Computer Furniture	\$1,000
EMCD - Tot furniture	\$460
Crown Lighting - Magnifying Lamps	\$297
Various - Miscellaneous Printer Equipment	\$388
Total Phase One	\$106,451

Introduced by: Councilmember

First Reading:
Second Reading

ORDINANCE # 2005-

Authorization to Purchase Furniture and Equipment for the Community Center

WHEREAS, the City of Takoma Park is desirous of purchasing suitable furniture and equipment for the Community Center; **AND**

WHEREAS, proposals were received from Useful, IBI, KI-The Hinman Group, and other vendors; **AND**

WHEREAS, the proposal from Useful is for \$28,618, and meets the requirements for sole source procurement as determined by the City Manager and according to City Code; **AND**

WHEREAS, IBI and KI proposal is for \$24,433 and meets the requirement for a Cooperative Purchase, according to City Code; **AND**

WHEREAS, other individual vendors are considered small purchases according to City Code since none of which are over \$10,000; **AND**

WHEREAS, the Takoma Foundation Grant, pending approval, is for \$91,947; **AND**

WHEREAS, the monies from the unappropriated reserve in the amount of \$14,504 are required to make the full purchase; **AND**

WHEREAS, the Useful and IBI and other vendors proposals are the most desirable, and best meets the needs of community center,

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

THAT the City Manager or designee is authorized on behalf of the City to enter into a contract with Useful, IBI and other vendors provided that funding is received from the Takoma Foundation **AND**

THAT the Council authorizes the expenditure of \$14,504 from the Unappropriated Reserve **AND**

THAT this Ordinance shall be effective upon receipt of grant money from the Takoma Foundation.

ADOPTED this day of July, 2005 by roll call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:

Memo

To: City Council
From: Barbara B. Matthews, City Manager
Date: July 15, 2005
Re: Sole Source Procurement

Section 7.08.070 (D) of the Code of the City of Takoma Park allows a contract to be awarded for a good, service, or construction item without competitive bidding if the City Manager determines that there is only one available source for the good, service, or construction item or if a specific manufacturer's produce is required to ensure compatibility. After careful research and consideration, I believe that the Useful system recommended by the Library staff for use in the Computer Learning Center meets this criterion.

The basis of my determination is outlined below:

- The Useful system is the only identified system that includes hardware, applications, access management, and maintenance. Envisionware and Smart Access Management (SAM), which are other public computer access management systems, do not include hardware. This would require the Library to purchase and to maintain all the hardware on its own without automatic integration with the software. Moreover, Envisionware and SAM run on Windows, which entails numerous security problems.
- The Useful system uses Linux, which is inherently more secure than Windows. Moreover, the operating system is open-source, as are the basic applications. Staff identified one other public use system that uses Linux in a similar way; however, its applications are exclusively for children, and it is marketed for elementary schools in Africa and Europe. The system is not supported here.
- The Useful system is the only one staff has identified that includes an internal firewall system, as well as other security features such as limitations on program access, hot-key prevention, etc.
- The Useful system is the only system with multi-lingual support for the desktop as well as in applications. Envisionware has some multi-lingual support within specific applications.
- The Useful system is the only one with built in support for the visually impaired. This feature includes both the desktop and applications.
- The Useful system works with our current AutoGraphics software so that a new automation system does not need to be constructed or purchased. Envisionware works with several standard systems, but not AutoGraphics. The situation with SAM was unclear.